



HOUSE OF REPRESENTATIVES

PAGE
&
MESSENGER PROGRAM
2001 - 2002

Informational Guide on the Conduct and
Duties of Pages and Messengers

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MESSENGER PROGRAM
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Informational Guide on the Conduct and
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letter from the speaker

Dear House Members,
Pages, and Messengers:

The Florida House of Representatives Page and Messenger Program is an excellent opportunity for our young people to observe the legislative process while providing valuable assistance to House members and staff during the busy Legislative Session. Participation in the program is an honor for those selected and is a worthwhile learning experience for our future leaders.

This booklet contains the program guidelines and explains the roles of Members, parents, and students in ensuring the program's success. Please review the booklet and familiarize yourself with its contents. If you have any questions, contact the Page & Messenger Program Office at (850) 487-2390.



It is my hope that your experience with the Page and Messenger Program will be interesting and rewarding.

Sincerely,

Tom Feeney

Tom Feeney
Speaker

ABOUT THE PROGRAM

Participation in the Page and Messenger Program is history in the making! For more than 20 years, the Florida House of Representatives has given interested young people an opportunity to observe and participate in the legislative process. Hundreds of young people have served as pages or messengers over the years.

During regular sessions of the Florida Legislature, participating students come to Tallahassee for one week to distribute materials and deliver messages to House Members. Their contributions provide a valuable service to the State of Florida.

THE SELECTION PROCESS

Each House Member has an opportunity to sponsor one page (between the ages of 12-14) and one messenger (aged 15-18) for each year's program. Members may also submit applications for alternate messengers, who serve on an as-needed basis. Members who do not have a young person to sponsor should inform the Page and Messenger Office so staff can assign an alternate.

Sponsoring Members give an application to each of the young persons they wish to sponsor. Each



student, sponsoring Member, school principal, and parent is required to sign the application. The Members submit the completed applications to the Page and Messenger Office by February 1 of each year. Page and Messenger office staff schedule all pages and messengers for one week of service each during the upcoming Regular Session. (A one-week limit is set so as many young people as possible have a chance to serve.) The week scheduled for a particular student is usually based on the student's first, second, and third choices as indicated on the student's application.

Page and Messenger staff make scheduling decisions to fit session demands. Once the schedule is set, program staff notify Members and students of the students' dates of service.

WORK ASSIGNMENTS

Pages

Under the supervision of the House Sergeant at Arms, pages work in the House Chamber during the

hours when the House is in session. Pages distribute materials to Members, deliver messages, and complete other duties for Members within the Chamber.

The session schedule is announced in the House Calendar on Fridays for the upcoming week. When the House is not in session, the House does not assume responsibility for pages.

Messengers

Also supervised by the Sergeant at Arms, messengers are stationed at designated messenger centers in the Capitol Complex. They pick up and deliver materials within the complex for Members and legislative offices.

Messengers work from 8 a.m. to 5 p.m. Monday through Friday during their week of service. The House is not responsible for supervising messengers before 8 a.m. or after 5 p.m.

If it is necessary for a participant to leave work early for any reason, a letter of written permission from a parent or legal guardian is required.

Stipend

Pages and messengers receive a stipend for participating in the

program. To receive the stipend, students must submit a copy of their Social Security card and a completed W-4 form to the Page and Messenger Program Office before beginning work. (See page 11 for an instruction sheet on completing the W-4 form.) Program staff mail stipend checks to participants approximately two to three weeks after service.

**TRANSPORTATION,
HOUSING, AND MEALS**

Pages and messengers are expected to provide their own transportation, housing and meals while in Tallahassee. The program office maintains a short list of Tallahassee residents who have agreed to provide housing for participants on a first-come, first-served basis. During work hours, students may dine in the cafeteria or snack bar located on the premises.

PROFESSIONAL CONDUCT

Program participants are to act professionally while on duty in the Florida House of Representatives. Pages and messengers need to remember they are representing their communities, schools, families, and sponsoring Members.

**GROUP PHOTOGRAPHS
AND SOUVENIR T-
SHIRTS WILL BE
AVAILABLE FOR
PURCHASE BY PAGE
AND MESSENGER
PROGRAM
PARTICIPANTS. ORDER
FORMS WILL BE SENT
WITH NOTIFICATION OF
THE PARTICIPANT'S
WEEK OF SERVICE.
ORDERING EARLY WILL
ENSURE THAT T-SHIRTS
ARE READY AND
DELIVERED TO THE
STUDENT WHILE IN
TALLAHASSEE.**

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Students should remember to:

- ♦ *treat* Members of the Legislature, staff, and the public with respect;
- ♦ *complete* tasks as directed by supervisor timely and efficiently;
- ♦ *behave* appropriately in Capitol Complex hallways, elevators, and on all Capitol properties; and
- ♦ *turn off* all cellular phones and pagers while on duty in the Capitol Complex.

PROFESSIONAL ATTIRE

Pages and messengers are required to wear a navy blue blazer with a white blouse or shirt while on duty in the House. A pastel blouse or shirt may be substituted for white, if necessary. The House will provide an emblem to place on the breast pocket of the blazer. Slacks or skirts must be gray, navy blue or khaki. Male pages and messengers must wear a tie while on duty.

Blue jeans, skorts or dress shorts are not allowed and slacks must be no shorter than ankle-length with no elastic or binding at the ankle. Pages and messengers may not wear sweat pants, knit pants, or jogging pants. Skirts should be no shorter than the middle of the knee; slits in skirts should be



no more than four inches from the bottom of the skirt. Anything tight, scant, backless, or low in the neckline is unacceptable. Students may only wear earrings in their ears.

The House requires pages to wear comfortable dark dress shoes while serving in the Chamber. Messengers may wear dark walking shoes or dark tennis shoes while running errands.

The House will not allow students to serve as pages or messengers unless they dress appropriately.

EDUCATIONAL SESSION

Each Friday, messengers will get together to discuss the legislative process. They will also experience a “mock session” or “mock committee meeting.” The students will have an opportunity to role play debating and voting for or against a bill. Students are encouraged to ask questions at this meeting so they may gain a perspective on how government works and how it affects their daily lives.



SCHOOL WORK

From time to time, messengers' workload may lighten. To keep them from getting behind in their school work, students are encouraged to bring their textbooks and work on their assignments during any slow periods.

CHECKLIST

Before serving in the program students must:

- ☐ Complete and turn in clinic, W-4 (with a copy of your Social Security card attached to the bottom left-hand corner), and T-shirt and photo order forms with check or money order to:

**PAGE AND MESSENGER PROGRAM
1003 THE CAPITOL
402 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32399-1300**

- ☐ Turn in form confirming you have read and agree to follow the program guidelines (see page 9)

Remember: *Report* to work as instructed in your appointment letter. *Be on time* to work every day, *do* what is assigned and *follow* the dress code as stated on page 5 of this booklet.

Parents or guardians need to:

- ☐ Make sure required forms are submitted immediately (students cannot serve if forms are not submitted as requested)
- ☐ Arrange housing, meals, and transportation for student
- ☐ Arrange for the student's activities before and after work hours
- ☐ Sign form confirming you have read and accepted the program guidelines (form is on the following page)

HOW TO COMPLETE YOUR W-4 FORM:

Provide personal data in the spaces provided (see sample form below):

- Line 1: Social Security # Line 2: Address
 First Name City
 Middle Initial State
 Last Name Zip Code
- Line 3: Birth Date—enter birth date of participating student
 Race Code—see code listing in lower left-hand corner of form
 Sex—M(male) or F(female)
 Marital Status—S=single, M=married, or X=married claiming single
 Number of W/H Allowed—0, if filing “EXEMPT.” If the student is required to pay income tax, enter the desired number of withholdings, i.e., 0,1,2,3...etc. Additional Amount—leave blank unless a desired whole dollar amount is requested
- Line 4: Effective Year—2001
 “EXEMPT”—EXEMPT *
- Line 5: Page/Messenger must sign and date the W-4.

* You may request exemption if you meet the qualifications described on the W-4 card (lower right-hand corner). In most cases, participants in the Page & Messenger Program can claim exemption from the payment of withholding taxes. Should you wish to have income tax withheld, do not complete this section.

Remember to attach a copy of your Social Security card to form.

STATE OF FLORIDA DIVISION OF REVENUE BUREAU OF STATE PAYROLLS				W-4		EMPLOYEE PAGE & MESSENGER UNSHADED AREAS ONLY	
SOC. SEC. NO.		FIRST NAME		M.I.		LAST NAME	
000-00-0000		Page		R.		Messenger	
ADDRESS		CITY		STATE		ZIP CODE	
111 Capitol Way		Tallahassee		FL		32399	
DATE OF BIRTH		SEX		MARITAL STATUS		PER DEPENDENT ONLY	
00 00 0000		X X		X X		00	
<p>EXEMPTION FROM WITHHOLDING MAY BE CLAIMED ONLY IF:</p> <p>1. You meet the requirements of Section 144 of the Florida Constitution and the Florida Statutes (see instructions on the back of this form).</p> <p>2. You are not a resident of the State of Florida for the purpose of this form.</p> <p>3. You are not a resident of the State of Florida for the purpose of this form.</p> <p>4. You are not a resident of the State of Florida for the purpose of this form.</p> <p>5. You are not a resident of the State of Florida for the purpose of this form.</p> <p>6. You are not a resident of the State of Florida for the purpose of this form.</p> <p>7. You are not a resident of the State of Florida for the purpose of this form.</p> <p>8. You are not a resident of the State of Florida for the purpose of this form.</p> <p>9. You are not a resident of the State of Florida for the purpose of this form.</p> <p>10. You are not a resident of the State of Florida for the purpose of this form.</p>							
<p>EXEMPT</p> <p>[SIGNATURE] [DATE]</p>							
<p>ATTACH COPY OF SOCIAL SECURITY CARD HERE</p>							

I have read and understand
the guidelines of the
Page & Messenger Program,
and agree to abide by
these guidelines while
participating in the program

CUT ON DOTTED LINE

Participant's Signature

Parent's Signature

Date

Florida House of Representatives
Page & Messenger Program
1003 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300
850/487-2390